



# GSA SCHEDULES PROGRAM



*imagine the possibilities*

*millions of products and services available*

*look inside for the latest schedule program offerings from gsa*







# honoring our more perfect union

## world class museum opens its doors to the public

*by Jennifer Marzouk*

The National Constitution Center is the first museum in the world dedicated to honoring and explaining the U.S. Constitution through more than 100 interactive exhibits. Located on Philadelphia's Independence Mall, the NCC is an independent, non-partisan, and non-profit organization dedicated to increasing public understanding of, and appreciation for, the Constitution and its history.

A wonderful resource for children and adults alike, the museum opened its doors on July 4, 2003 and expects an estimated one million visitors a year.

GSA's National Furniture Center saved the organization and American taxpayers over \$500,000 by furnishing the Center's interior. Through the Federal Supply Schedules Program, the National Constitution Center was able to obtain quality furniture from well-known manufacturers at deeply discounted prices. "The ability to buy off of GSA Schedules was a great asset for our overall budget, and best of all we were able to procure furniture with dual functionality," says Paul Elia, AIA, an associate at Hellyer, Berman, and Lewis and project manager for furniture, fixtures, and equipment at the Center. The furniture provides an attractive environment

for daytime visitors and can quickly transform into a beautiful place to hold elegant formal events. Paul commented that the National Constitution Center has been more successful than anyone ever realized. It has established itself as a beautiful place to visit and hold functions, and also has a spectacular view of the Independence Mall.

To learn more about the U.S. Constitution and other exciting opportunities available at the National Constitution Center, please visit [constitutioncenter.org](http://constitutioncenter.org).

To learn more about how your agency can save money through GSA's offerings, please call Jennifer Marzouk at (703) 305-5641.





**TUESDAY**

Track	9:00 - 10:30	10:30 - 12:22	1:00 - 2:30	2:30 - 4:00	
<b>Professional Procurement</b>	Managing Your Purchase Card Program	GSA SmartPay Purchase Cardholder Training	DoD EMALL	DoD Purchase Card Training (Invited)	Managing
	Managing Your Travel Card	Supply Chain Management	Contract Management	FAR 8.4 Rewrite	Managing
	GSA Government Wide Acquisition Contracts (GWACs)	The L102 Contract Specialist as a Business Manager	Business Cost Estimating Overview	Cost vs. Pricing	The L102 Business
	Buying from UNIDOR	The New JWOD Procurement List, Your Contracting Vehicle for Long Term, Best Value Solutions!	How to Use MWS	SKILLSWAT® Products - Procurement Made Easy	Buying fr
	Contracting for Services: Acquisition Streamlining through the JWOD Program	Alternative Dispute Resolution	Total Service Contract Solutions Using the JWOD Program	Legal Aspects of Government Contracting	Alternativ
	Performance Based Acquisition	An Overview of the Federal Government's Small Business Program			Performa
	Best Value Determination	Ordering Through GSA the Easy Way	Ordering Through the National Furniture Center	GWACs or Schedules? Which to Use?	Ordering
<b>Program Solutions</b>	Transportation Payment Process Panel	Prepayment and Post payment Audit: It's The Law	Prepayment Transportation Audit Contracts - Industry Contract Rep Panel	Passenger Transportation Services and Unused Ticket Refunds	Passenger Unused T
	Best Value in the Sky - Airline City Pair	GSA Domestic Delivery Schedule (451) III and DoD Worldwide Express (International Package Delivery) Programs & Panel	GSA Government-wide Employee Relocation Schedule (653) Program & Panel	The New Travel Services Solution and You!	Government
	OSP - Transportation Policy Update	Transportation Management Services Solution (TMSS) General Overview	Transportation Management Services Solution (TMSS) Training	Defense Travel System - The Way Ahead (Invited)	Transport Solution
	OSP - Travel Policy Update (Invited)	Federal Travel Regulation (FTR) Relocation Allowances (Invited)	Securing the Nation's Cargo - Programs and Training	DDO Joint Travel Regulations (JTR) - Volume 2 Temporary Duty Travel Allowances (Invited)	Federal Relocation
	Personal Property E- Solutions	GSANessTM: Excess Property On-line	Personal Property Disposal for "Beginners"	GSA AuctionsTM: Your Internet Disposal Solution	Advanced Disposal
	GSA Assisted Contracting and Project Management Services	Professional Services	Project Management	Connections: Implementing Federal Telecommunications Solutions	
	Comprehensive Network Solutions	GSA Global Supply: Thousands of Reasons to Shop Safely	Implementation of the New Task Order Management System (TOMS)	Fed Learn: Distance Learning in the Federal Government	GSA Assisted Management
	Hardware Superstore	MWR Solutions through Federal Supply Schedules	Innovative Services Solutions	GSA Homeland Security Solutions	MWR Solutions Supply S
	Solving Complex or Unique Problems with Schedules	A Guide to Comprehensive Furniture Management Services	Office Supplies & Equipment	IT Services	A Guide to Management
	DLA Logistics Solutions	GSA Makes Building and Managing Green Easy	GSA Makes Buying Green Easy - Part One: How to Meet Your Legal Responsibility to Buy Green	GSA Makes Buying Green Easy - Part Two: How to Easily Identify Green Products - What to Look For	GSA Makes Green Easy
<b>Special Focus</b>	Wireless Technology	Secure Wireless Technology	Smartcards: Physical & Logical Access	Calling all Cops, Guards, Firemen and Sailors	Smartcard
	GSA Advantage!®	GSA e-Buy	GSA Advantage!®	GSA e-Buy	GSA Advan
	E-Learning Online Classroom	E-Learning Online Classroom	E-Learning Online Classroom	E-Learning Online Classroom	E-Learning
	Marketing Strategies for Schedule Contract Holders	Climb the MWS Stairway to Success	Marketing Strategies for Schedule Contract Holders	Climb the MWS Stairway to Success	Marketing Contract H
<b>Contractor Training</b>	Selling to the Air Force	I have my MWS - Now What?	Selling to the Air Force	I have my MWS - Now What?	Selling to
	FSS Electronic Tools to Connect with GSA	FSS Electronic Tools to Connect with Your Customer	FSS Electronic Tools to Connect with GSA	FSS Electronic Tools to Connect with Your Customer	FSS Electr
	Vendor Ethics	Marketing Furniture to the Federal Government	Washington DC - A Great Place for a Beach Office	Marketing Furniture to the Federal Government	Vendor Et
	Sell for Success	Cooperative Purchasing - A Contractor's Update	Sell for Success	Cooperative Purchasing - A Contractor's Update	Sell for Sa
	How to Prepare a Quality Offer - IT	How to Prepare a Copier, Document and Imaging Quality Offer	How to prepare a Quality Offer - IT	How to Prepare a Copier, Document and Imaging Quality Offer	How to pr
	To Be or Not - Corporate Contract Update	How to Be a Green Partner	To Be or Not - Corporate Contract Update	How to Be a Green Partner	To Be or N



# TRAINING MATRIX

WEDNESDAY		THURSDAY		
7:00 - 2:30	2:30 - 4:00	"Early Bird Class" 7:30 - 9:00	1:00 - 2:30	2:30 - 4:00
Managing Your Purchase Card Program	DoD Purchase Card Training (Invited)	Managing Your Purchase Card Program	DoD EMAIL	
Managing Your Travel Card	Contract Management	Supply Chain Management		
Contract Specialist as a Manager	Business Cost Estimating Overview	GSA Government Wide Acquisition Contracts (GWACs)	FAR 8.4 Rewrite	Cost vs. Pricing
From UNICOR	How to Use MAS	SKILLCRAFT® Products - Procurement Made Easy	The New JWOD Procurement List, your contracting vehicle for long-term, best value solutions!	
Dispute Resolution	Contracting for Services: Acquisition Streamlining through the JWOD Program	Total Service Contract Solutions Using the JWOD Program	Legal Aspects of Government Contracting	
Performance Based Acquisition	An Overview of the Federal Government's Small Business Program	Performance Based Acquisition		
Ordering Through GSA the Easy Way	Best Value Determination	Ordering Through the National Furniture Center	Best Value Determination	GWACs or Schedules? Which to Use?
Transportation Services and Ticket Refunds	Transportation Documents - Preparation and Use	Transportation Audits and Appeals Process	Transportation Documents - Preparation and Use	Certification, Payment and Submission of Transportation Documents
Car/Truck Rental Programs	Securing the Nation's Cargo - Programs and Training	Certification, Payment and Submission of Transportation Documents	GSA Domestic Delivery Schedule (45L III) and DoD Worldwide Express (International Package Delivery) Programs & Panel	DoD Joint Travel Regulations (UTR) - Volume 2 Temporary Duty Travel Allowances (Invited)
Transportation Management Services (TMSS) General Overview	Transportation Management Services Solution (TMSS) Training	Billing for Transportation Services	Government Car/Truck Rental Programs	Defense Travel System - The Way Ahead (Invited)
Travel Regulation (FTR) Temporary Duty Travel Allowances (Invited)	Federal Travel Regulation (FTR) Temporary Duty Travel Allowances & GSA Board of Contract Appeals Decisions	Federal Travel Regulation (FTR) Temporary Duty Travel Allowances & GSA Board of Contract Appeals Decisions	OGP - Travel Policy Update (Invited)	Ask the Experts: Q's & A's on FTR Temporary Duty Travel Allowances
Topics in Personal Property	State Agency for Surplus Property (SASP): What they can do for you!	Transportation Documents - Preparation and Use	Ask the Experts: Q's & A's on Personal Property Panel	Passenger Transportation Services and Unused Ticket Refunds
Contracting and Project Management Services	Professional Services	GSA Global Supply: Thousands of Reasons to Shop Safely	Project Management	Connections: Implementing Federal Telecommunications Solutions
Ordering through Federal Schedules	GSA Homeland Security Solutions	Implementation of the New Task Order Management System (TOMS)	Fed Learn: Distance Learning in the Federal Government	Comprehensive Network Solutions
Comprehensive Furniture and Office Services	Office Supplies & Equipment	IT Services	Hardware Superstore	Solving Complex or Unique Problems with Schedules
Building and Managing	DLA Logistics Solutions		GSA Makes Buying Green Easy - Part One - How to Meet Your Legal Responsibility to Buy Green	GSA Makes Buying Green Easy - Part Two - How to Easily Identify Green Products - What to Look For
Physical & Logical Access		Calling all Cops, Guards, Firemen and Sailors	Wireless Technology	Secure Wireless Technology
Stage!®	GSA e-Buy	GSA Advantage!®	GSA e-Buy	GSA Advantage!®
E-Learning Classroom	E-Learning Online Classroom	E-Learning Online Classroom	E-Learning Online Classroom	E-Learning Online Classroom
Strategies for Schedule Holders	Climb the MAS Stairway to Success			
the Air Force	I have my MAS - Now What?			
Electronic Tools to Connect with GSA	FSS Electronic Tools to Connect with Your Customer			
Marketing	Marketing Furniture to the Federal Government			
Cooperative Purchasing	Cooperative Purchasing - A Contractor's Update			
Prepare a Quality Offer - IT	How to Prepare a Copier, Document and Imaging Quality Offer			
Corporate Contract Update	How to Be a Green Partner			

EXHIBIT HALL OPEN 8:30 - 10:00  
Development Lunch in Exhibit Hall 112B - 11A



# mas at a glance

## gsa's top ten reasons to use the multiple award schedules program

There are plenty of good reasons why Federal agencies choose to use the GSA Multiple Award

Schedules (MAS) program. **Flexibility, choice** and **best value** are just a few.

The MAS program provides you the contract vehicle to purchase a **vast array** of **products and services** directly from commercial vendors while leveraging the buying power of the Federal government. Procurement professionals from agencies around the world use the MAS program to help them accomplish their mission. Here are a few reasons why they choose the MAS program.

### best price

**W**ith GSA Multiple Award Schedules you are assured of the best price. GSA's goal is to be the best value supplier of choice.

Multiple Award Schedule (MAS) contracts offer “most favored customer” pricing/discounts. Quantity discounts may also be available. With the elimination of maximum order limitations, and the implementation of maximum order thresholds, contractors may now accept “any size” orders. In accordance with Federal Acquisition Regulation (FAR) 8.404(b)(3), the *maximum order threshold* represents the point where it is advantageous for customers to seek price reductions. In fact, for orders

exceeding this threshold, after a customer reviews additional Schedule contractors' pricelists or GSAAdvantage<sup>®</sup>, the FAR, as well as the Ordering Procedures for Services (Requiring a Statement of Work), instructs the customer to generally seek price reductions from Schedule contractor(s) appearing to provide the best value (considering price and other factors).

Agencies are encouraged and empowered to seek price reductions, not only for orders over the maximum order threshold, but also when circumstances warrant, for orders below this amount in order to ensure they receive the best value at the lowest overall cost.



## easy to use

It really is easier to purchase from Multiple Award Schedule contracts than it is to procure on the open market. Purchasing from MAS contracts offers the following advantages over procuring on the open market:

- GSA has determined that prices under MAS contracts are fair and reasonable.
- Synopses are not required for MAS purchases.
- MAS contracts have been awarded in compliance with all applicable laws and regulations.
- Administrative time is reduced.
- MAS contracts offer a wide selection of state-of-the-art commercial services and products.

## gsaadvantage!®

You can order Multiple Award Schedule items electronically by using GSAAdvantage!®. The GSAAdvantage!® online shopping and ordering system includes services and products under all of the GSA Multiple Award Schedules. With nearly 3.2 million services and products currently available, electronic ordering through GSAAdvantage!® allows a customer to send an order directly to the Schedule contractor, creating a direct customer-contractor relationship. For services that require a statement of work, simply create the order through your agency's internal system, then consider the GSA e-Buy electronic quote system to fulfill the requirement.

## government purchase card

GSA Multiple Award Schedule contractors accept governmentwide commercial purchase card for payment. The governmentwide commercial purchase card is a strongly encouraged payment method. Schedule contractors are required to accept the purchase card for payments equal to or less than the micro-purchase threshold. Schedule contractors are also encouraged to accept the card for dollar amounts above this threshold.

## compliance

GSA's electronic request for quote tool, e-Buy, provides a medium for providing fair notice to all contractors in accordance with Section 803 of the National Defense Authorization Act.

When you use Multiple Award Schedules, you comply with Federal regulations. When orders are placed against a GSA Multiple Award Schedule (MAS) contract, using the procedures under Federal Acquisition Regulation (FAR) 8.4, they are considered to be issued using full and open

competition (see FAR 6.102(d)(3)). Ordering offices need not seek further competition, synopses the requirement, make a separate determination of fair and reasonable pricing or consider small business programs. By placing an order against a GSA Schedule contract using the procedures in this section, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the government's needs.

## free training

GSA provides free online and one-to-one training. The U-MAS Virtual Campus is available free of charge 24 hours a day, 7 days a week and provides customers with online training and the latest GSA Schedules information. **Using GSA Schedules** is the first of many self-paced courses available on U-MAS Virtual Campus. It is comprised of nine lessons that help you learn how to gain access to vendors, reduce the acquisition cycle time, and purchase quality services and products at the best possible prices. Visit the UMAS Virtual Campus at [www.gsa.gov/umas](http://www.gsa.gov/umas).

One-to-one training is also available upon request and at specified times and locations throughout the world. Call (800) 488-3111 or e-mail [MASHelpdesk@gsa.gov](mailto:MASHelpdesk@gsa.gov) for training inquiries or for any other questions about GSA contracts.

## a vast resource

GSA is unmatched in the number of contractors and items it makes available to Federal customers. Through partnerships with over 11,000 leading commercial suppliers in the GSA Federal Supply Schedule Program, GSA provides customers with:

- Access to more than 4 million services and products and direct buying relationships with many commercial partners;
- A vast array of commercial brand name products from Information Technology (IT) hardware, office supplies and copier paper to systems furniture and laboratory equipment;
- An extensive range of services, including management, financial, engineering, environmental, accounting, graphic design, landscaping, and much more; and
- More than 3.2 million of these products and services can be ordered using the GSAAdvantage!® online ordering system.



## e-tools

GSA offers several cutting-edge e-tools to help you get the job done without mountains of paperwork.

**GSAAAdvantage!**<sup>®</sup> is the online shopping and ordering system that provides access to thousands of contractors and millions of services and products. By using **GSAAAdvantage!**<sup>®</sup> a customer can search for items using keywords, part numbers, National Stock Numbers, supplier names, contract numbers, etc.; compare features, prices, and delivery options; configure products and add accessories; place orders directly online; review delivery options; select a convenient payment method; and view order history to track status, reorder, or cancel. Visit GSA Advantage! at [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

**E-Buy**, a component of **GSAAAdvantage!**<sup>®</sup>, is an online Request for Quote (RFQ) tool designed to facilitate the request for submission of quotes for a wide range of commercial services and products that are offered by GSA Federal Supply Schedule contractors who are on **GSAAAdvantage!**<sup>®</sup>. For Federal agencies (buyers), e-Buy maximizes their buying power by leveraging the power of the internet to increase Schedule contractor participation to obtain quotes that result in best value purchase decisions. For Schedule contractors (sellers), e-Buy provides greater opportunities to offer quotes and increase business volume for services and products provided under their Schedule contracts. Learn more about e-Buy at [www.gsa.gov/e-buy](http://www.gsa.gov/e-buy).

**Schedules e-Library** is the online source for GSA and VA Federal Supply Schedule contract award information. Schedules e-Library provides information on which suppliers have a contract, and what's available by using various search options, such as schedule contractor's name, contract number, Special Item Number (SIN), Schedule Number, or keyword. Other features include: access to information on millions of services and products; the latest information on Schedule program changes; direct link to the **GSAAAdvantage!**<sup>®</sup>; new and improved look for easier browsing and navigation; ability to download Schedule information by Schedule or SIN; and a one-stop source for GSA contractor websites and e-mail addresses. Check out e-Library at [www.gsa.gov/elibrary](http://www.gsa.gov/elibrary).

## socioeconomic goals

GSA contracts help you meet socioeconomic goals. In November 1997, agencies for the first time could include orders placed against Federal Supply Schedules in their annual small business goals and accomplishments. Beginning June 2000, agencies also can include orders placed with 8(a) MAS contractors toward their small business program procurement goals as awards made pursuant to the provisions of section 8(a) of the Small Business Act. Contractors' small business status and 8(a) status will be identified in the Schedules E. Library and **GSAAAdvantage!**<sup>®</sup>.

## gsa – the best of everything

GSA contracts provide customers with millions of state-of-the-art, high-quality commercial services and products at volume discount pricing on a direct-delivery basis. All customers, even those in remote locations, are provided with the latest technology, quality services and products, convenience, and most-favored customer pricing. GSA Schedules offer the potential benefits of shorter lead-times, lower administrative costs, and reduced inventories. GSA Schedules also offer significant opportunities for agencies to meet small business goals, while promoting compliance with various environmental and socioeconomic laws and regulations.

Visit [www.gsa.gov/schedules](http://www.gsa.gov/schedules) to learn more about GSA Multiple Award Schedules.

Online training is available at [www.gsa.gov/umas](http://www.gsa.gov/umas).

GSA has several acquisition e-tools you can access to help place your order through MAS, just logon to [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

Additionally, GSA will come to you to provide free training on a variety of topics relative to GSA product and service offerings. Call (800) 488-3111 or e:mail [MASHelpdesk@gsa.gov](mailto:MASHelpdesk@gsa.gov) for training inquiries or for any other questions about GSA contracts.



The amazing Freedom Hitch makes changing implements as easy as changing your mind.



Available for both Category I and Category II equipment, the Tractor Section attaches to your 3-point hitch.

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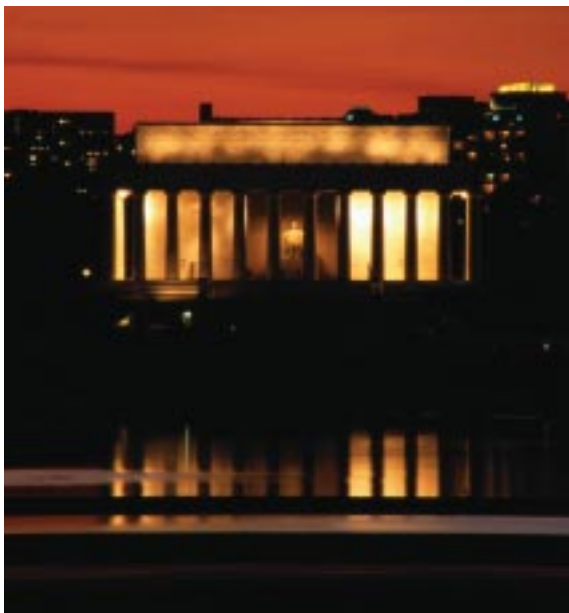
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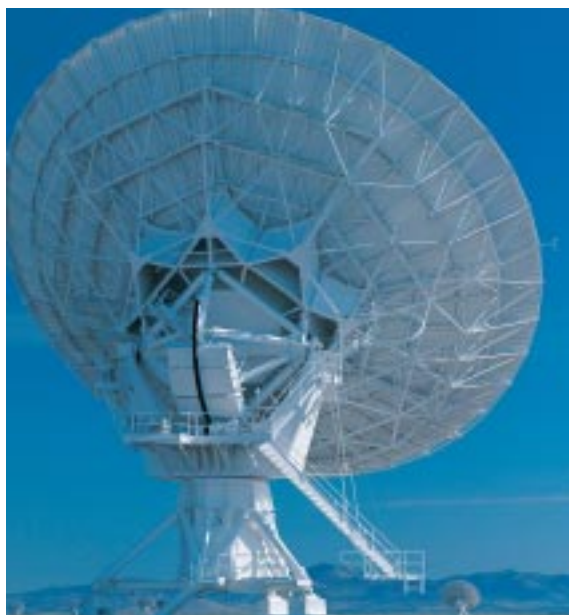
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# a secure partnership

*by Todd Posey*



gsa helps transportation

security agency implement

mission critical requirements



“The use of Schedule 70 allows us the luxury of gaining the benefits of competition in a streamlined environment, critical to a new agency seeking to meet mission critical requirements.”

Daryl Shall  
Transportation Security Agency





**F**ederal agencies around the world depend on GSA's product and service solutions. A case in point is how GSA responds to the critical needs of the U.S. Department of Homeland Security (DHS). DHS inherited the professional workforce, programs and infrastructure of 22 agencies including the Coast Guard, Customs Service, Immigration and Naturalization Service, and the Transportation Security Administration. Collectively, these public servants are responsible for protecting our nation's transportation systems and supervising the entry of people and goods into the United States.

This is no easy task given that 730 million people travel on commercial aircraft each year, and that there are now more than 700 million pieces of baggage being screened for explosives each year. Additionally, there are 11.2 million trucks and 2.2 million rail cars that cross into the U.S. each year. Also, 7,500 foreign flagships make 51,000 calls in U.S. ports annually.

The Transportation Security Agency (TSA) is one such DHS agency that makes good use of GSA contracts to help achieve its mission of providing secure air travel. Through a partnership between GSA, TSA and GSA contractors, TSA has been able to meet the demands of its charter while achieving savings for the American public. TSA has relied heavily on the Multiple Award Schedules program, specifically the Information Technology Schedule 70, to fulfill its product and services needs. Daryl Shall, Contracting Officer and TSA Infrastructure Division Director said of GSA...

"The use of Schedule 70 allows us the luxury of gaining the benefits of competition in a streamlined environment, critical to a new agency seeking to meet mission critical requirements. The large number of premier contractors available on Schedule 70 allows us the ability to acquire goods and services from the leaders in the industry at the best value to our agency. Program officials appreciate the shortened procurement process enabling them to accomplish their program goals. We go to the schedules as a first choice when developing our acquisition strategies."

Many other directorates of the DHS and the Federal government benefit from the products, services, and resources of GSA. Learn more about how GSA can support you by visiting [www.gsa.gov/homelandsecurity](http://www.gsa.gov/homelandsecurity) or by calling 866-GSA-1177. GSA has the people and contracts in place to provide you with expert solutions. You can also order our free *Protecting What Matters – Homeland Security Solutions* catalog by requesting Publication Code 5-3-00175, by phone at the number above or by contacting:

U.S. General Services Administration  
Centralized Mailing List Service  
(817) 334-5215  
(817) 334-5561 FAX  
e-mail: [cmls@gsa.gov](mailto:cmls@gsa.gov)

# working for you

## e-buy facilitates procurement of professional services



e-Buy is an online **Request for Quotes** (RFQ) tool, which enables Federal buyers and Schedule contractors to exchange RFQ's and quotes **electronically**. You can also use e-Buy to **conduct market research** by posting Sources Sought or Requests for Information (RFI). The e-Buy tool was **recently enhanced** to include a host of new features that will facilitate how you procure professional services from GSA Schedule contractors.

### *New features include:*

- Ability to communicate to Schedule vendors that you are posting an RFI or Sources Sought versus an RFQ.
- Option to specify that you want your posting to be sent to all contractors on a particular Special Item Number (SIN).
- Ability to send your RFQ/RFI or Sources Sought to contractors awarded different SINs and Schedules. For example, you can opt to send an RFI to a selection of contractors on LOGWORLD and the MOBIS Schedule.
- Hyperlinks to Schedule contractor price lists and websites to facilitate market research.

When you utilize e-Buy for market research purposes, please be aware that the search feature of e-Buy does not allow you to search on individual company names. Searches should be limited to keywords that describe your requirement, Schedule titles and Schedule numbers.

If you would like to learn more about using e-Buy to procure business consulting, program management, logistics, environmental, language or energy services, please contact the Management Services Center at 1-800-241-RAIN (7246).

Access directly at: [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)





# no more running *on empty...*

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You're sitting in the middle lane of traffic on your way to work, you notice your gas gauge is dangerously close to empty, and you suddenly realize you forgot your

gas card again. What are you going to do?

**Don't Panic!** There is no way you can go back to get it, even if you could get off the expressway, as this would burn even more of your precious gas. As you begin nervously searching for money, you remember you needed to stop at an ATM. All that is left for you to do is hope traffic starts moving again or that your car's gas mileage suddenly improves significantly...

All of this drama could have been avoided if you had a Polypropylene Gas Card Holder. Gas Card Holders are constructed of 6-gauge heavy-duty propylene with bound and sewn borders that you can hang anywhere (including key rings). So if you have your key ring, you have your gas card. That's especially useful when you have a whole fleet of cars, or a whole fleet of drivers who forget their gas cards.

For more information, please contact:

Arlene Paskoff  
(212) 264-5032  
arlene.paskoff@gsa.gov



# Polypro & Vinyl Job Jackets

The Workflow Solution

Contract # GS-14F-0018M

Schedule # 75 II A

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& Durable Sewn Seams.
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Available in 5 Colors for Convenient Color Coding.  
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## Polypro Heavy Duty Job Jackets • 25 pieces per pack

size	orientation	size	orientation	1- 8 packs	9 -19 packs	20+ packs
Gas Card Size		3"x 2"	long side open	\$22.00	\$19.80	\$16.50
9"x 12"	short side open	12"x 9"	long side open	\$36.75	\$33.08	\$27.56
12"x15"	short side open	15"x12"	long side open	\$54.25	\$48.83	\$40.69
12"x18"	short side open	18"x12"	long side open	\$55.50	\$49.95	\$41.63

## Vinyl Industrial Sewn Job Jackets • 25 pieces per pack

size	orientation	size	orientation	1- 8 packs	9 -19 packs	20+ packs
6"x 9"	short side open	9"x 6"	long side open	\$31.50	\$28.35	\$23.63
9"x12"	short side open	12"x 9"	long side open	\$40.00	\$36.00	\$30.00
12"x15"	short side open	15"x12"	long side open	\$56.75	\$51.08	\$42.56
12"x18"	short side open	18"x12"	long side open	\$66.50	\$59.85	\$49.88
14"x18"	short side open	18"x14"	long side open	\$75.00	\$67.50	\$56.25



**Advantage!**  
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**Schedule**

**GSA Schedule Number GS06F0062M**

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# permission granted

The Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107) was enacted to improve the effectiveness and performance of Federal financial assistance programs, simplify related application and reporting requirements, and improve the delivery of services to the public. The catch was, not many agencies received additional staffing to do this work...

**G**SA has the solution for you! GSA schedules can assist you in managing your grants program through an array of services. Many government agencies are responsible for the issuance of grants, cooperative agreements, loans, loan guarantees, scholarships, and other forms of assistance. Grants have become a mainstay on the Federal Government's landscape, and Congress responded by enacting this law. GSA can help your Agency take the best advantage of this provision by providing you with access to contractors who can assist in a variety of ways:

- Streamline and simplify administrative procedures and reporting requirements
- Improve coordination of information and data collection/sharing
- Improve timeliness, completeness and quality of receipt of grantee information
- Take care of payment systems
- Process grants electronically
- Implement/review financial reporting systems
- Perform audits
- Analyze data
- Provide training/technical assistance

*(continued on next page)*





## SCHEDULES

- Increase marketing to announce funding opportunities
- Engage in public consultations
- Develop common business practices, performance measures, goals and objectives

Although grants management isn't its own schedule, contractors through the various schedules can team together to provide you with a total solution. If you're just looking for a particular expertise, see what's in store for you by utilizing the following Schedules:

### **FINANCIAL AND BUSINESS SOLUTIONS – SCHEDULE 520**

[www.gsa.gov/fabs](http://www.gsa.gov/fabs)

- Performance and Financial Audits
- Complementary Financial Management Services
  - ☐ Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development
  - ☐ Devise and implement performance measures
  - ☐ Conduct special cost studies
  - ☐ Perform actuarial services
  - ☐ Perform economic and regulatory analysis
  - ☐ Assist with financial quality assurance efforts
  - ☐ Perform benchmarking.
- Outsourcing Recurring Commercial Activities for Financial Management Services
  - ☐ Application Processing
  - ☐ Claims Processing
  - ☐ Grant Application Management

- ☐ Loans Application Management
- ☐ Any other financial management activity identified as a recurring commercial activity

### **INFORMATION TECHNOLOGY SERVICES – SCHEDULE 70**

[www.gsa.gov](http://www.gsa.gov), click on "Technology"

- Programming
- Networking
- Project Management
- Records Management
- Resource and Facilities Management
- Financial Software

### **MARKETING AND MEDIA SERVICES – SCHEDULE 738 I**

[www.gsa.gov/marketingservices](http://www.gsa.gov/marketingservices)

- Advertising
  - ☐ Public Education
  - ☐ Direct Mail

- ☐ Public Service Announcements
- Public Relations Services
- Web-based marketing services
- Trade Shows/Exhibits and Conference and Events Planning Services
- Integrated Marketing Services

### **MANAGEMENT, ORGANIZATIONAL & BUSINESS IMPROVEMENT SERVICES (MOBIS) – SCHEDULE 874**

[www.gsa.gov/Mobis](http://www.gsa.gov/Mobis)

- Consulting Services
- Facilitation Services
- Training Services
- Support Products
- Program Integration And Project Management Services

You can also visit our website to find out more!! [www.gsa.gov](http://www.gsa.gov), then click on "Services."





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 Contract # GS-14F-0197D  
 Schedule # MAS 75

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# greening your agency with gsa

*by Carolyn DiCugno*





how to achieve efficiency and  
obtain power at competitive prices





## greening the government through efficient energy management

Executive Order 13123 states the Federal government, as the nation's largest energy consumer, shall significantly improve its energy management in order to save taxpayer dollars and reduce emissions that contribute to air pollution and global climate change.

**R**educing energy usage and cost is an important and considerable task for Federal agencies. Now there is an easy way to develop strategy and meet these energy efficiency goals while saving time and money. GSA's Energy Management Services Multiple Award Schedule offers contractors who perform energy audits, recommend upgrades, maximize the energy efficiency of building systems, reduce petroleum use, expand use of renewable energy, and provide the lowest cost for gas and electric service.

GSA is your connection to energy services and power at competitive prices. Our Energy Services Schedule connects you

with expert contractors in energy planning and strategy — they are your connection to professional energy solutions for agencies striving to meet energy efficiency goals. GSA makes energy products and services easy to attain while saving your agency time and money. GSA contractors also offer powerful savings for buying electricity at deregulated market prices. The proof is in the savings!

### gsa energy management services schedule 871 II

GSA offers these energy-related services to help achieve the energy efficiency goals stated in Executive Order 13123:

#### **Energy Management Program Support**

Energy management strategies are applicable to every goal stated by the order.

#### **Energy Audit Services**

Facility Energy Audits help reduce greenhouse gases, improve energy efficiency, and improve water conservation. Optimizing air pressure, optimizing controls, resetting cold deck and preheat schedules, and balancing air flows in buildings has resulted in significant savings for Federal facilities.





### **Managing the Procurement and Use of Natural Gas**

### **Managing the Procurement and Use of Electricity**

Renewable technologies that reduce a building's peak demand become more cost effective under a competitive power marketplace.

### **Managing the Procurement and Use of Energy from Renewable Sources**

Actions taken to use energy from clean, efficient, and renewable sources result in greenhouse gas reduction. This also satisfies the order's renewable energy, petroleum, and source energy goals.

To learn more about how your agency can become more energy efficient and comply with executive order 13123, connect with GSA today.

The Department of Veterans Affairs used GSA's Energy Services to audit their utility bills and energize their budget with a savings of three-quarters of a million dollars from utility bill overcharges.

GSA/FSS Management Services Center  
Energy Services Schedule 871 II  
1-800-241-RAIN (7246)  
[energy@gsa.gov](mailto:energy@gsa.gov)  
[www.gsa.gov/energyservices](http://www.gsa.gov/energyservices)

For more information on Executive Order 13123, Greening the Government Through Efficient Energy Management, go to [www.eere.energy.gov/femp/resources/exec13123.html](http://www.eere.energy.gov/femp/resources/exec13123.html).

The Bureau of Engraving and Printing used a GSA Energy Services contractor and will reduce their electricity bill by \$1.2 million per year over the next 3-1/2 years.







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Contract # GS-07F-0467M  
Schedule # 539

# trimming the fat

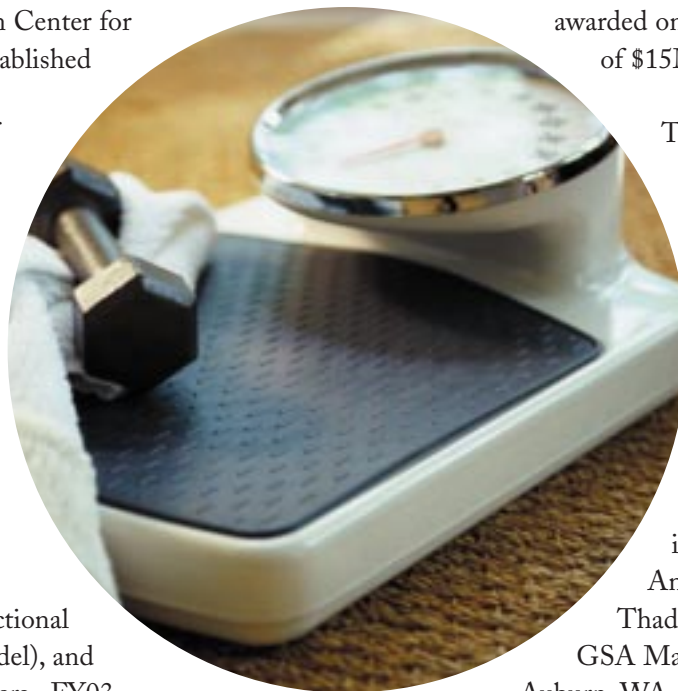
by Cindy Duncan

## gsa schedules support agencies working to streamline operations

GSA Services Schedules were created to respond to a growing need for Services as DoD and Federal Agencies continued to transform themselves into leaner, more responsive organizations. Over the past couple of years, several agencies (NASA, Marine Corps System Command, and Army Aviation and Missile Command) have experimented with using several GSA Schedules in tandem to satisfy various support services activities, and have experienced significant savings over previous business models.

**T**he Marine Corps Acquisition Center for Support Services (ACSS) established a multi-million dollar business model based on extensive use of Blanket Purchase Agreements (BPAs) and Contractor Teaming Arrangements (CTAs). The model was designed to take advantage of streamlined commercial acquisition procedures and also utilized a sophisticated e-commerce application. It provides web-enabled tools to develop performance based requirements, to manage competition within discrete functional areas (called domains in the model), and to accomplish award of task orders. FY03 results from this model have shown task orders are

awarded on an average of 18 days, at a savings of \$15M compared to previous practices.



The Marine Corps' simultaneous use of several GSA schedules to meet recurring, diverse requirements supporting a wide array of weapon systems critical to the mission of the Marine Corps, has established a business model for other system acquisition centers to emulate.

If you would like to know more about how to take advantage of this innovative approach contact either Andy Randles at 253-931-7465 or Thad Gassman at 253-931-7398, at the GSA Management Services Center in Auburn, WA.



# need a **creative** communication **solution?**

---

## Advertising and Integrated Marketing Solutions (AIMS) — the ultimate way to get your message out!

**You spoke and GSA listened!** You said the schedule called Marketing, Media and Public Information Services needed a new name with a catchy acronym, so we did it. You said that it needed an “easier to use” special item number (SIN) structure that aligns more with industry practices, so we did that too. So get ready to welcome our new and improved schedule for communication solutions.....Advertising and Integrated Marketing Solutions (AIMS) Schedule 541.

**I**t's not a minute too soon. The easier-to-use SIN structure makes it a cinch for you to conduct your next public education campaign; coordinate crisis management responses; engage in strategic media planning; plan and execute trade shows; or even update your website design. These are only a few examples of how this schedule can help you get your messages out to the public, but it doesn't stop there. The changes you may notice are primarily changes to the schedule name, schedule number, and SIN number changes. To make this transition simple, we have even provided the former SIN names below the new SIN descriptions. Just take a look at the new services offered:



## advertising services

Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, and disseminate information to industry and consumer advocacy groups. Services include, but are not limited to, the following components: advertising objective determination; message decision/creation; media selection (i.e. - direct mail, broadcast media, outdoor marketing); advertising evaluation; and related activities to advertising services

SIN 541-1 (formerly SINS: 738-5 Public Education & Outdoor Marketing & Media Services; 738-6 Radio, TV & Public Service Announcements; and 738-9 Direct Mail Services)

## public relations services

Services include customized media and public relations services, developing press and media strategies, recommending media placement sources, preparing speeches and presentations, distributing press materials, scheduling broadcast interviews, media clipping services, and media training services.

SIN 541-2 (formerly SIN 738-4 Press & Public Relations Services)

## web-based marketing services

Services include website design and maintenance services, search engine development, e-mail marketing, interactive marketing, web-based training, web casting, video conferencing via the web, and Section 508 compliance, including captioning services.

SIN 541-3 (formerly SIN 738-2 Website Design & Maintenance Services)

## specialized marketing services

The services offered under this SIN afford you the ability to choose the type of specialized marketing and media services on an as needed basis. To find exactly what you need, we have created the following sub-categories:

### Market Research & Analysis

Services include reviewing, revising, and/or developing customized strategic marketing plans and branding initiatives, identifying the best target audience, measuring marketing objectives, determining market trends, conducting focus groups and surveys and utilizing call centers to provide information to the public.

SIN 541-4A (formerly SIN 738-1 Market Research, Media Analysis & Related Services)





### **Video/Film Production Services**

Services include video and film production services, writing, directing, shooting, arranging for talent/animation, narration, music and sound effects, duplication, distribution, video scoring, and editing. These services may be filmed in studios, on location, or live.

*SIN 541-4B (formerly SIN 738-12 Videotape & Film Production Services)*

### **Exhibit Design/Implementation**

Services include arranging for exhibits in various venues such as museums, malls, tradeshows, speaking tours, ceremonies, etc. Design and implementation of Media and Exhibit Illumination Services are also provided.

*SIN 541-4C (New SIN, previously a subset under SIN 738-3)*



### **Conference Events & Tradeshow Planning**

Services include making all necessary arrangements for conferences, seminars, and tradeshows. Also included is pre-conference planning, which may include registration topic identification, speaker scheduling, site selection, trade show design, booth set-up, dismantling, shipping and storage, third party payment collection, music and sound effects, computer and electronic equipment, pre/post attendee mailings, and travel support.

*SIN 541-4D (formerly SIN 738-3 Tradeshows/Exhibits, Conferences & Event Planning)*

### **Commercial Photography Services**

Photography services are provided for commercial advertisements and/or illustrations that will appear in books, magazines, and /or other media, including but not limited to black & white photography, color and digital photography, aerial and architectural photography, still photographs, photo editing, and high-resolution scans.

*SIN 541-4E (formerly SIN 738-10 Commercial Photography Services)*



### **Commercial Art & Graphic Design**

Types of services include developing conceptual design and layouts, copywriting and technical writing services, including updating, rewriting, and/or editing materials, sketches, drawings, publication designs, typographic layouts, artwork, electronic artwork, and commercial artwork (custom or stock).

*SIN 541-4F (formerly SIN 738-11 Commercial Art & Graphic Design Services)*

## integrated marketing services

This SIN provides full service execution of media planning and creative multimedia campaigns. Contractors offering services under this SIN provide services under all of the following SINs: 541-1 Advertising, 541-2 Public Relations, 541-3 Web Based Marketing, and 541-4 Specialized Marketing. This SIN is used to offer a complete solution that integrates various services found under the other SINs.

SIN 541-5 (formerly SIN 738-8 Full Service Marketing, Media & Public Information Services)

## other direct costs

Other direct costs (ODCs) are expenses other than labor hours, which may be handled in-house or through subcontracting or teaming arrangements by the contractor that are necessary to complete a project.

SIN 541-1000 (New SIN, previously awarded under each SIN separately)

This new and improved schedule offers you direct and easy access to a full spectrum of creative solutions. Whether you need specialized marketing, media, public information firms, or firms that can do it all, you will find them on schedule! Using the Schedule not only means easily finding a quality contractor that can address your needs, it provides those intangibles that make your job easier. You know, those “little extras” like peace of mind or knowing you’ll meet FAR requirements and get the best for your budget dollar. Best yet, using the (insert new acronym) schedule gives you greater flexibility in meeting your own deadlines and still gives you direct control of your project.

To find out more about this valuable schedule, please visit our website at [www.gsa.gov/marketingservices](http://www.gsa.gov/marketingservices) or contact your GSA Representative:

Janis Freeman  
(703) 305-7633  
(703) 305-6144 fax  
[janis.freeman@gsa.gov](mailto:janis.freeman@gsa.gov)





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## shipping, packaging and packing supplies from gsa

**S**chedule 81 I B, Shipping, Packaging and Packing Supplies, has a wide variety of shipping boxes, packing supplies, pallets, containers and metal drums, wrapping material, shrink wrap systems, aluminum foil, and sand bags for when it is time to ship or store items. Shipping boxes on the schedule are available in a variety of sizes and include weather resistant boxes capable of holding up to 280 lbs. Other interesting services and products available include moving and storing services and plywood cases. When it comes time to ship or store items, you will find what you need on Schedule 81 I B.



For more information, please contact:

Ralphine Holland  
(212) 264-4173  
[ralphine.holland@gsa.gov](mailto:ralphine.holland@gsa.gov)

Jeff Fleischer  
(212) 264-5162  
[jeffrey.fleischer@gsa.gov](mailto:jeffrey.fleischer@gsa.gov)





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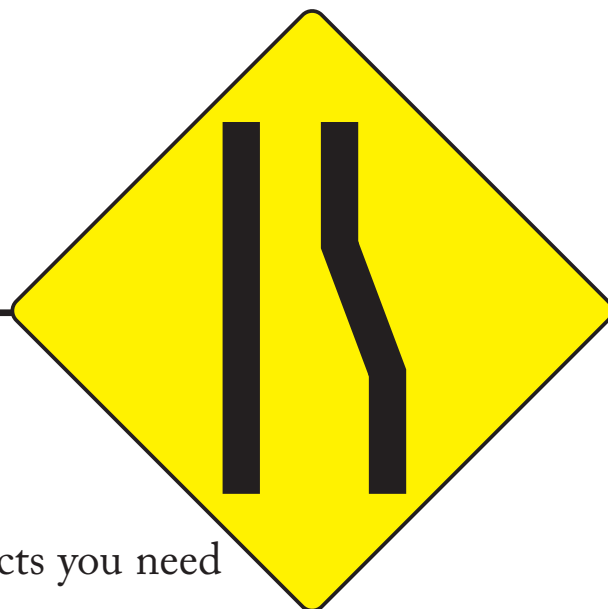
- Fire and Security Products  
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## **75 I D**

*Plotter, Facsimile, Recording & Thermal Fetal Monitoring Paper and Inkjet Cartridges*

## **75 XI**

*Xerographic Paper, Thermal Copy Paper, Self-Adhesive Labels and Card Stock*

## **85 I A**

*Restroom Products, Toilet Tissue, Paper Towels, and Dispensers*

## **75IIA**

*Office Products/Supplies and Services and New Products/Technology*

The new, more complete Schedule 75 is entitled **Office Products/Supplies and Services and New Products/Technology**.

In addition to the items mentioned above, you may use Schedule 75 to purchase custom inscribed pens or pencils for that promotion you've been planning, for assistance with print jobs, or to purchase restroom products such as paper towels, soaps, toilet tissue, and dispensers. After finding all these solutions on Schedule 75, you may even use it to shop for the picture frames needed to hold the awards you will win.

For more information, please contact:

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richard.mazer@equifax.com

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